

June 24, 2008

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: SANDRA L. DAVID  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: AWARD NOTICE - CONTRACT NO. 06-551-RH, JANITORIAL SERVICES-  
FACILITIES - SET ASIDE

***ADDENDUM # 9***

The purpose of this addendum is for clarification for all Agencies, for Item M of the Special Provisions; for Contract No. 06-551-RH Janitorial Services – Set a Sides, as approved by the State Use Commission. [Facilities Management Buildings are exempt and are governed by their guidelines and policies with DELARF.

**Special Provisions:**

**M. SUPPLIES FURNISHED BY THE CONTRACTOR:**

DELARF, the current Vendor is responsible for ordering and supplying and paying for the following portion of this Contract:

- A. Mobile barrels, maid caddies, 10-quart buckets, mop buckets with wringers;
- B. All cleaning products including but not limited to quaternary ammonium germicide, lime and scale remover, bowl cleaner, furniture polish, all purpose treated dust cloths, etc.;
- C. Plastic liners for waste receptacles (including office areas) and trash disposal containers, etc.;
- D. Carpet spotting kit;
- E. Any other supplies that are necessary to fulfill the contract requirements.

AWARD NOTICE - CONTRACT NO. 06-551-RH, JANITORIAL SERVICES-FACILITIES - SET  
ASIDE – ADDENDUM # 9 (Continued)

**The following supplies are the responsibility of the Agency to purchase and have in the store room for the Vendor's use:**

- F. Hand towels, multi-fold and roll type, bleached (or brown), 28 lb. basic weight or better;
- G. Toilet tissue, roll type, jumbo rolls; Scott JRT, standard rolls count of 1000 sheets per roll, 1 ply 4-1/2 X 4-1/2 or better;
- H. Hand soap and dispenser (where needed), Sani-fresh (Gentle Lotion in Women's and Heavy Duty in Men's);
- I. Waxed bags for sanitary napkin disposal receptacles;
- J. Ozitape refills (changed every three months);
- K. Three ounce untreated paper cups;
- L. Towel dispenser and keys;
- M. Toilet tissue dispenser;
- N. Ozitape dispenser.

***Note: The Agency is responsible for ordering and the paying of the supplies F-N.***

***An Agency Contact, Custodial Superintendent or Designee must be designated to oversee this process and the auditing of these supplies.***

1. The Vendor will control inventory and shall be responsible to work through agency Contact, the Custodial Superintendent or Designee for the ordering, storage, and usage for distribution of janitorial supplies used in this contract.
2. The Vendor shall, as part of the Contract, submit a listing of all products and supplies to be used during the term of this Contract to the named Contact, the Custodial Superintendent or Designee. They also reserve the right to inspect products, equipment, etc. and request samples of products for testing purposes. They also have the right to reject any items.
3. Where agencies have sufficient storage space on site, the agency shall bare inventory control responsibility.
4. Where offsite storage of supplies is necessary the Vendor shall bare inventory control responsibility.
5. Each Agency has the option to allow DELARF to manage the supplies and inventory. Please contact DELARF for this option.